

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATE POLICE LABORATORY DETECTIVE LIEUTENANT

JOB DESCRIPTION

Employees in this job function as supervisors of State Police Specialist and/or Laboratory Scientist positions in a laboratory within the Forensic Science Division of the Department of State Police. Typical assignments are carried out in a laboratory environment. Employees have the authority to enforce the general criminal laws of the state and may be used in other law enforcement areas in case of an emergency. The work requires knowledge of analytical techniques used in scientific analysis in a forensic science laboratory, knowledge of law enforcement management, and knowledge of supervisory techniques, and personnel policies and procedures.

There are two classifications in this job.

Position Code Title – State Police Lab Detective Lieutenant

State Police Laboratory Detective Lieutenant 14

The employee functions as a first-line supervisor of State Police Specialist and/or Laboratory Scientist positions.

Position Code Title – State Police Laboratory Detective First Lieutenant

State Police Laboratory Detective First Lieutenant 15

The employee functions as either a second-line supervisor of State Police Specialist and/or Laboratory Scientist positions, or as a first-line supervisor in a complex work area as designated by the Department of State Police.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

STATE POLICE LABORATORY DETECTIVE LIEUTENANT

PAGE No. 2

Maintains records, prepares reports, and composes correspondence relative to the work.

Provides training for developing level specialists and/or laboratory scientists in laboratory examinations, reporting, and testifying procedures.

Develops training programs for all levels of police officers and laboratory scientists in evaluation and interpretation of physical evidence.

Participates in the examination and analysis of cases and evidence.

Testifies in court as an expert witness.

Develops research pertinent to laboratory analysis within the unit and participates in the more difficult casework.

Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.

Leads and coordinates the crime scene team in conjunction with members and representatives of other enforcement agencies.

Directs the testing and analysis of a variety of samples, specimens, products, or materials by following standardized chemical/biological procedures.

Coordinates and reviews qualitative and quantitative examination of human tissues, blood samples, other specimens, arson evidence, etc.

Adapts methods and procedures to deal effectively with unusual or unique situations at crime scenes.

Manages the administrative, business, and technical affairs of the laboratory.

Participates in criminal investigations, effects arrests of suspected criminals, and responds to civil disorders requiring personal confrontation and use of physical force, as required.

May be required to perform the full range of law enforcement officer duties as described in the composite position description for the State Police Trooper 10/11.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge in the areas listed is required at the 14-level and thorough knowledge is required at the 15 level.

Knowledge of analytical techniques and equipment used in scientific analysis in a forensic science laboratory.

Knowledge of law enforcement management, including the principles, concepts, theories, and practices of police work.

Knowledge of departmental rules, regulations, and policies and of state and federal laws.

Knowledge of the rules of evidence and other standards governing the use of evidence in the criminal justice system.

Knowledge of the court system, court procedures, and appropriate court decisions of state and federal laws.

Knowledge of fundamentals of physics and mathematics.

Knowledge of the principles of biochemistry and elementary bacteriology.

Knowledge of chemical laboratory tests used in crime detection.

Knowledge of current methods and technical phases of criminal investigations.

Knowledge of state and federal regulatory agencies.

Knowledge of supervisory methods and techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Knowledge of equipment used and its care.

Knowledge of law enforcement communication systems.

Knowledge of public speaking techniques.

Skill in communicating effectively.

STATE POLICE LABORATORY DETECTIVE LIEUTENANT

PAGE NO. 4

Ability to perform laboratory procedures, tests and analyses required in the work and to interpret results obtained.

Ability to apply analytical and scientific techniques in the evaluation of evidence and in the conducting of investigations.

Ability to lead State Police uniform personnel.

Ability to plan the work of, direct, control, evaluate, and instruct personnel.

Ability to make decisions, maintain composure, and take appropriate actions under pressure and in emergencies.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to identify training needs and initiate appropriate training methods.

Ability to operate a motor vehicle.

Ability to meet the public and gain the cooperation of others.

Ability to manage the business, administrative, and technical affairs of a laboratory.

Working Conditions

Some jobs may expose an employee to the risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work on a rotating shift.

Employees are required to be available for duty 24 hours a day, including holidays.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

Physical Requirements

The job duties require an employee to work under stressful conditions.

STATE POLICE LABORATORY DETECTIVE LIEUTENANT

PAGE No. 5

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of State Police.

Education

Possession of a bachelor's degree in chemistry, biochemistry, forensic science, or a related pure or applied scientific field.

Experience

State Police Laboratory Detective Lieutenant 14

Two years of experience as a State Police Specialist 12 (Sergeant) in the Forensic Science Division.

State Police Laboratory Detective First Lieutenant 15

One year of supervisory experience as a State Police Laboratory Detective Lieutenant 14 in the Forensic Science Division.

OR

Three years of experience as a State Police Specialist (Sergeant) or State Police Sergeant 12 in the Forensic Science Division.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Specific positions may require that applicants have experience in specialized areas.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STPLDLT

Job Code Description

State Police Laboratory Detective Lieutenant

Position Title

State Police Laboratory Detective Lieutenant-1

State Police Laboratory Detective First Lieutenant-2

Position Code

STPLDLT

STPLDFLT

Pay Schedule

NERE-053P

NERE-054P

STATE POLICE LABORATORY DETECTIVE LIEUTENANT

PAGE No. 6

ECP Group 3
Rev.: 7/23/2001
MJP/VLWT